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10 MAR 1969

MEMORANDUM FOR: Chief, Staff Communications Division, OC

FROM : Chief, Real Estate and Construction Division, OL

SUBJECT : Air-Conditioning System Study, [REDACTED] Site,
[REDACTED] Job No. 202-69

REFERENCE : [REDACTED]

1. This Division has had an architect-engineer (A&E) firm study the air-conditioning problems at the [REDACTED] Site in [REDACTED]. Copies of his report, in two parts, are attached. The first part enumerates a number of steps required to place the existing equipment into good operating condition. The second part of the report is an overall survey of the station's requirements and offers several alternative courses of action to meet those requirements with varying degrees of completeness.

2. We propose the following course of action:

a. A refrigeration mechanic should perform the maintenance work outlined in the first part of the A&E report as soon as possible.

b. The Office of Communications should evaluate the second part of the A&E report and reach a decision as to which, if any, of the four alternatives presented will be implemented. The Real Estate and Construction Division (RECD), OL, will assist as required.

4. After you have reviewed the attached materials, we suggest the following immediate steps be taken:

a. The Real Estate and Construction Division, OL Engineers and SCD/OC Engineers will meet to review both parts of the A&E report to ensure that it meets both your and the station's requirements. Also to be discussed are possible methods of accomplishing the work described in

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the second part of the A&E report. We suggest such a meeting be held on the 12th or 13th of March.

b. The Real Estate and Construction Division, OL, is preparing a dispatch to [REDACTED] summarizing the subject study.

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5. Additional copies of the A&E's report are available from [REDACTED] of this Division.

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[REDACTED]

Chief

Real Estate and Construction Division

Attachments

A&E Report - Unclassified when removed from this memorandum

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